

TU' KWA HONE

NEWSLETTER

Burns, Oregon

July 1, 2019

Burns Paiute Tribe

100 Pasig St.

Burns, OR 97720

541.573.8016

TRIBAL COUNCIL CONTACT:

Chairman - Eric Hawley

541.589.3104

Burns Tribal Police Chief of Police

Alan Johnson-541.589.1030

Social Services Director / ICWA
Jeremy Thomas—541-573-8046
or 541-589-3494

Domestic Violence / Assault-

Teresa Cowing, 541.573.8053 / 541.413.0216

Police After hours:

Call Harney County

Non -emergency 541.573.6028

Emergency call-911



HAPPY FOURTH OF JULY

All Tribal offices will be closed the 4th and 5th of July in observance of 4th.

Community News:

July 9, 2019—Culture Night at the gathering center @ 5:30 p.m.

July 10, 2019—Culture night at gathering Center at 6:00 p.m.

Election Board (2 alternates)
If you are interested in serving on
the Election board, please submit a
letter of interest to Tribal Council.
We need 2 alternates.

Trip to Boise, Idaho

I would like to Thank everyone who was very helpful with the trip to the Boise Gathering. Lindsey, Becky, Jessica, and Kenton. I enjoyed the

gathering and meeting people from Owyhee, Nevada.

Thank you again, Betty T. Hawley

HOUSING NEWS

The Burns Paiute Tribe's fiscal year 2018 ICDBG Housing Rehabilitation project has been selected for funding with an awarded amount of \$225,000.

This funding will be

This funding will be used for Tribal Members who own their Homes.

The application scored a 96, which is excellent!
Contact Housing for more information!

541-573-8013 or 541-589-1709

HUNTING

The Tribal Council decided on June 19th that any of the new ceremonial tags (off-reservation) not filled by August 1st will be given out to the community by draw.

The purpose of this decision is to ensure that we do not give any unfilled tags back to the state.

If you are interested in being a part of the draw on August 1st, please sign up at Tribal Court by July 30th.

This draw will only happen if the ceremonial hunters do not fill all of the tags given to them by the Elders.

Any tags drawn are only valid for one week after the draw, due to ODFW/Tribal Council negotiations of season end dates.

Thank you



JULY 5, 2019 @ 5:30 PM SB 13 COMMUNITY INPUT SESSION

- Join us for a Community Input Session to incorporate revisions/additions/deletions to current BPT lesson plans
- As we are approaching the final submission date of lesson plans to the Oregon Department of Education, we are requesting community input on current lesson plans before they become finalized.
- Community will be notified once additional lesson plans become available for additional revisions.
- If you would like a copy of the current lesson plans available, please stop by the language house or contact Ambrosia or Lindsey.



REQUESTING TRIBAL COMMUNITY INVOLVMENT

SHADIIN GARCIA
EDUCATION
NORTHWEST WILL
BE IN ATTENDANCE

DINNER PROVIDED!

07/05/2019 @5:30PM SOCIAL HALL

ANY QUESTIONS?

CONTACT AMBROSIA
OR LINDSEY AT THE
LANGUAGE HOUSE OR
BY PHONE:

541-573-8095



SB 13 LESSON DRAFTS <u>AVAILABLE</u>

** REQUESTING INPUT **

Three lesson plans available to be viewed by the community <u>revisions/additions/deletions</u> should be brought to **07/05/2019** Community Input Session.

Lessons currently available are Social Studies for 4th 8th and 10th grades (all lessons combined 102-page document double sided) Currently we are expecting three more in July, and the last three in August.

Encouraging thoughtful input from the community before lessons are finalized and submitted to Oregon Department of Education (ODE).

If you would like a copy, please stop by the Language House or contact me through:

Email: Ambrosia.snapp@burnspaiute-nsn.gov or Phone: 541-573-8095

Burns Paiute Higher Education Application for Academic Year 2019-2020

Application Deadline: July 20, 2019

- Students must be in full-time status with 12+ credit hours.
- Every academic year, an application must be submitted to the Burns Paiute Education Department. If you are a higher education student for Fall 2019, Winter 2020, and Spring 2020 terms, please submit your application by July 20, 2019.
- Application are available online from the tribal website or please contact the Education Office.
- Online Application: https://www.burnspaiute-nsn.gov/index.php/resources/education/125-burns-paiute-higher-education-adult-vocational-training-application-instruction-packet/file
- Education Office Contact:

Burns Paiute Tribe Education Office 100 Pasigo Street Burns, OR 97720

• Telephone:

541-573-8007

Education Coordinator, Vanessa Bahe

• Email: Vanessa.Bahe@burnspaiute-nsn.gov If you have any questions, please contact the Education Office!





Economic Development Department

Tracy Kennedy—Community Economic Development Coordinator

(541) 573-8014

Current Projects:

♦ Hemp Project w/Tribal Council

Upcoming Events:

Indianpreneurship Training for Community Members



JUST A JOUR KIDZ JOS Got Demonstration of the Control of the Cont





Our Youth Entrepreneurs

Our Native American Business Network (ONABEN), Jen Tomasik worked with the kids to develop a business plan that included: product ideas, company name, logo, slogan, supply list, cost of supplies, purchasing supplies and marketing. Additionally, they developed product pricing, business operations and finally profits!

Friday, the businesses created a 'Market Place' at the Arrowhead Plaza in Downtown Burns. The three business included: Sweet & Sour Kidz Lemonade (lemonade), Sweet Shack (popcorn balls & snow cones) and Walking Tacos (tacos). Their marketing efforts were well received as they created a revenue of \$408 in a two-hour timeframe!

This has been an exciting journey to watch our kids genuinely get excited about the prospects of being real entrepreneurs. The Burns Paiute Tribe has a bright future ahead as we grow and develop our youth to be business leaders.

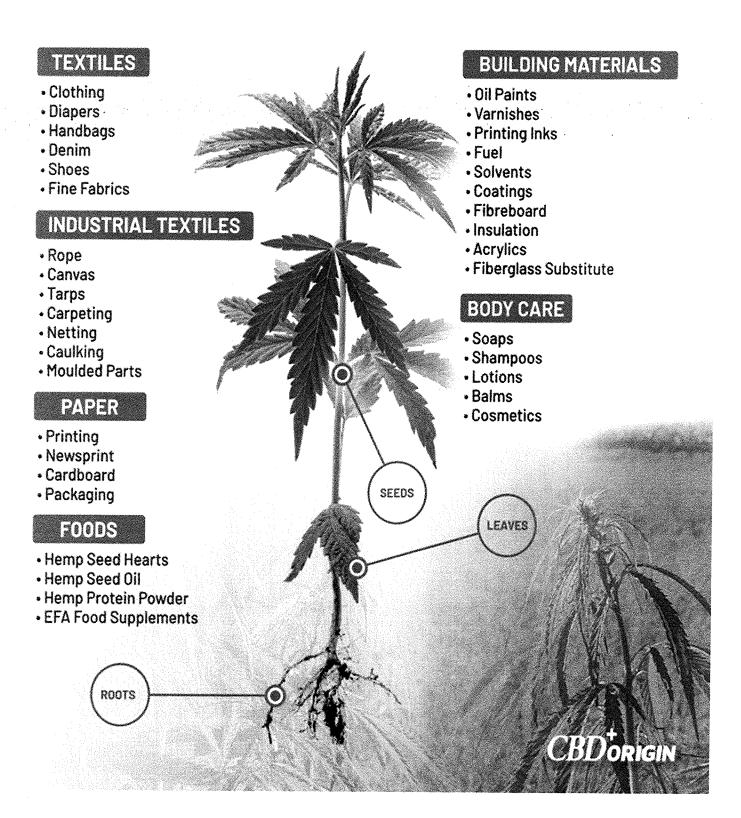


Employment Opportunity at the Hemp Facility— SEE ATTACHED FLYER & JOB APPLICATIONS



HEMP IS THE STRONGEST NATURAL FIBER IN THE WORLD.

IT'S KNOWN TO HAVE OVER 50,000 DIFFERENT USES!





EMPLOYMENT OPPORTUNITY AT HEMP FACILITY

As a result of an agreement between the Burns Paiute Tribe and DH Ventures, LLC, a facility for processing hemp is under construction at the site of the Old Camp Casino on Monroe St. here in Burns. DH Ventures is looking for employees to assist in all phases of the process. Work will be physical at times and may include occasional lifting of 40-50 lbs. of material. Besides being willing to work hard, the facility needs workers with forklift operating experience and experience working in production facilities. Workers will be needed initially on day shift, and hopefully a swing and night shift to be added in the future. At this time, projected start date is mid-to-late July.

Whether or not you have previous experience, if you are interested and want to be a part of this opportunity, please fill out the attached application and submit it to Beverly Beers at the Tribal Administration Building. Wages are dependent on experience and quality of work.

APPLICATIONS ARE AVAILABLE AT THE TRIBAL ADMINISTRATION OFFICE.

APPLICATION FOR EMPLOYMENT

Are you willing to work swing and/or night shifts?In the space below and if necessary on additional sheets, please include any other information you feel	Name:
Phone: Email: Please describe your work history for the past 5 years as well as any other experience you think is important for us to know about: Are you willing to work 40 hrs/week and overtime if required? Are you willing to work swing and/or night shifts? In the space below and if necessary on additional sheets, please include any other information you feel	Address:
Please describe your work history for the past 5 years as well as any other experience you think is important for us to know about:	
Are you willing to work 40 hrs/week and overtime if required? Are you willing to work swing and/or night shifts? In the space below and if necessary on additional sheets, please include any other information you feel	Email:
Are you willing to work 40 hrs/week and overtime if required? Are you willing to work swing and/or night shifts? In the space below and if necessary on additional sheets, please include any other information you feel	Please describe your work history for the past 5 years as well as any other experience you think is important for us to know about:
Are you willing to work 40 hrs/week and overtime if required? Are you willing to work swing and/or night shifts? In the space below and if necessary on additional sheets, please include any other information you feel	
Are you willing to work 40 hrs/week and overtime if required? Are you willing to work swing and/or night shifts? In the space below and if necessary on additional sheets, please include any other information you feel	
Are you willing to work 40 hrs/week and overtime if required? Are you willing to work swing and/or night shifts? In the space below and if necessary on additional sheets, please include any other information you feel	
Are you willing to work 40 hrs/week and overtime if required? Are you willing to work swing and/or night shifts? In the space below and if necessary on additional sheets, please include any other information you feel	
Are you willing to work 40 hrs/week and overtime if required? Are you willing to work swing and/or night shifts? In the space below and if necessary on additional sheets, please include any other information you feel	
Are you willing to work 40 hrs/week and overtime if required? Are you willing to work swing and/or night shifts? In the space below and if necessary on additional sheets, please include any other information you feel	
Are you willing to work 40 hrs/week and overtime if required? Are you willing to work swing and/or night shifts? In the space below and if necessary on additional sheets, please include any other information you feel	
Are you willing to work swing and/or night shifts?In the space below and if necessary on additional sheets, please include any other information you feel	
In the space below and if necessary on additional sheets, please include any other information you feel	Are you willing to work 40 hrs/week and overtime if required?
In the space below and if necessary on additional sheets, please include any other information you feel is relevant to your application and thank you for your interest.	Are you willing to work swing and/or night shifts?
	In the space below and if necessary on additional sheets, please include any other information you feel is relevant to your application and thank you for your interest.

ELECTION

NEWSLETTER – June 17, 2019 Requirements for a 30 day notice prior to Election Day.

ELECTION DAY: August 13, 2019

Burns Paiute Tribal Elections will be held on August 13, 2019 at the Burns Paiute Tribal Courtroom on the Burns Paiute Reservation. Polling will be open from 10:00 am to 7:00 p.m. Any person waiting in line to vote at 7:00 p.m. may vote, but no one who arrives at the polling place after 7:00 p.m. will be permitted to vote

Council member terms that are up: Rachel Samor, Tracy Kennedy & Wanda Johnson these seats are three (3) year terms.

Nominated at the June 5, 2019 General Council meeting were: Rachel Samor, Tracy Kennedy, Wanda Johnson, Cecil Dick, & Andrew Beers. To this date we have not received any withdraw letters.

The Election Board held a meeting on Thursday June 6, 2019: Vanessa Gonzalez, Lindsey Dick & Vanessa Bahe. Election board is seeking (2) more positions to be filled as soon as possible. I have attached a copy of the voting ballot with all the nominees that are listed above.

ABSENTEE BALLOTS

A registered voter may request an absentee ballot for himself or herself, for any reason. No person may request an absentee ballot for another.

Please contact for an absentee ballot: Lindsey Dick (541)573-8097, 100 PaSiGo Street, Burns, OR 97720. Email is bptelections 19@gmail.com.

- (a) Any registered voter may request an absentee ballot, for any reason. No person may request an absentee ballot for any other person.
- (b) Absentee ballots may be requested only from the Election Board member or members who have been designated to process absentee ballots.
- (c) Absentee ballots may be requested by the registered voter in person, or by mail. Email, fax, or telephone. Absentee ballots will not be issued after the deadlines set forth in this section.
- (1) Absentee ballots may be requested in person up to 5 business days before the Election Day.
- (2) Absentee ballot requests that are sent by mail, email, fax, or telephone must be received by the Election Board at least 10 business days before Election Day.
- (d) Ballots shall not be e-mailed or faxed to a voter and may not be returned by e-mail or fax.

- (e) Absentee ballots shall be included in a packet that contains the following:
 - (1) A Ballot;
 - (2) A preaddressed outer envelope for mailing back the ballot, which includes lines and instructions for the voter to print and sign his or her name; and
 - (3) Instructions for completing and returning the ballot shall be substantially similar in format to the instructions include in Appendix D, and shall state that:
 - (A) The voter should mark the ballot; as instructed on the ballot, and enclose the ballot in the pre-addressed return envelope;
 - (B) The voter must sign and clearly print his or her name on the envelope. Ballots returned in unsigned envelopes will not be counted;
 - (C) To be counted, absentee ballots must be returned as follows;
 - By mail: Received at the designate P.O. Box or mailbox for absentee ballots on or before Election Day; or
 - Hand- delivered: Delivered to the Election board, at the polling place on Election Day, between 10:00 AM and 7:00 PM. Absentee ballots may only be delivered by the voter who requested the ballot. Hand delivered ballots delivered by any other person, or delivered before Election Day, will not be accepted.

BURNS PAIUTE TRIBAL ELECTION August 13, 2019

On your ballot, please place a mark in the square next to the candidate(s) you wish to vote for or write in the name of a write-in candidate.

You may cast (1) vote for each open seat on the Tribal Council. There are three (3) open seats in this election. If there are more than three (3) votes on your ballot, the ballot will be voided. THERE ARE Three (3) VACANCIES IN THIS ELECTION.

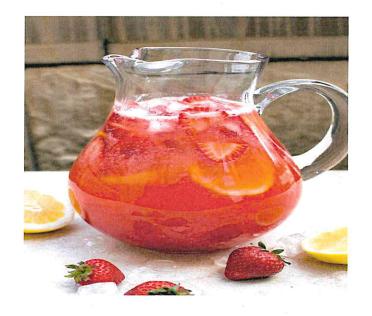
☐ Rachel Samor
☐ Tracy Kennedy
☐ Wanda Johnson
☐ Cecil Dick
☐ Andrew Beers
Write-in
Write-in
Write-in

Fresh Strawberry Lemonade

\$1.50 a cup

Come support our youth
fundraising for extra
\$\$money\$\$\$

When:4th of July-look for them downtown



Thanks in advance for your support



EMPLOYMENT OPPORTUNITY AT HEMP FACILITY

As a result of an agreement between the Burns Paiute Tribe and DH Ventures, LLC, a facility for processing hemp is under construction at the site of the Old Camp Casino on Monroe St. here in Burns. DH Ventures is looking for employees to assist in all phases of the process. Work will be physical at times and may include occasional lifting of 40-50 lbs. of material. Besides being willing to work hard, the facility needs workers with forklift operating experience and experience working in production facilities. Workers will be needed initially on day shift, and hopefully a swing and night shift to be added in the future. At this time, projected start date is mid-to-late July.

Whether or not you have previous experience, if you are interested and want to be a part of this opportunity, please fill out the attached application and submit it to Beverly Beers at the Tribal Administration Building. Wages are dependent on experience and quality of work.

APPLICATIONS ARE AVAILABLE AT THE TRIBAL ADMINISTRATION OFFICE.

Tracy D. Kennedy

BPT Community Economic Development Coordinator 100 Pasigo St. Burns, OR 97720 Office: (541) 573-8014

Tracy.kennedy@burnspaiute-nsn.gov

Child Care Coordinator and General Assistance Coordinator ** Part - Time

Number of Positions: 1

Location: Burns, Oregon – Burns Paiute Reservation

Open: June 28, 2019
Closes: July 15, 2019
Starting Date: To be determined

Supervisor: Health Services Director

Salary: DOE/Part-Time

Position Summary: The Child Care Coordinator is responsible for all aspects of the Child Care and Development Fund (CCDF) program for the Burns Paiute Tribe. This includes in the planning. coordination and delivery of services to fulfill the goals of the CCDF fund. The GA Coordinator is responsible for following the General Assistance guidelines and program requirements to remain in compliance with the BIA. This includes working with Tribal Members in tracking expenditures and other program requirements necessary to be a GA participant.

Duties and Responsibilities:

- Responsibilities: Engage with families and promote the learning and development of all children eligible for the CCDF
- Determine eligibility for childcare services following the guidelines of the CCDF
- Comply with the health and safety, monitoring, background check and quality spending requirements
- Attend required trainings as indicated by the CCDF program and GA program
- Maintain current and accurate client files and reports
- Working with other Tribal Departments when necessary to achieve program goals
- Arrange or provide nutritional education to children/families engaged in the program
- Able to work with a diverse cultural community and interact appropriately
- Assure compliance with local, state, and federal standards

Perform other duties as assigned

Required Qualifications:

- Basic computer skills-Excel, Microsoft Word, & Publisher
- Responsible and have organizational skills
- Communicate effectively with staff, community and outside agencies
- Ability and the knowledge of the importance of maintaining <u>strict confidentiality</u> of all records and information pertinent to the <u>nature of the work.</u>

Desired Qualifications:

- High School diploma or GED required
- Valid OR drivers license at time of hire
- Communicate effectively orally and in writing

Successful Candidate must:

- Submit to and pass a urinalysis drug test.
- Agree to a criminal background check.
- Submit a writing sample

Please submit application along with a cover letter and resume:

Attn: Danielle Taylor

Burns Paiute Tribe, Human Resource Department 100 Pasigo St. Burns, OR 97720 541-573-8013 or Danielle.taylor@burnspaiute-nsn.gov

Indian Preference

Indian preference will be given to candidates **showing proof** of enrollment in a federally recognized tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Accounts Payable/Grants Administrator

Number of Positions: 1

Location: Burns, Oregon – Burns Paiute Reservation

Open: June 11, 2019,
Closes: Open until filled
Starting Date: To be determined
Supervisor: Finance Director

Salary: \$20.00 - \$25.00/Full-time

Position Summary:

Primary responsibilities are to perform a variety of activities such as payment processing, grant reporting, maintaining all accounts payable files.

Duties and Responsibilities:

Payment Processing

- * Process purchase orders, check requests and travel advance/reimbursement requests ensuring all necessary documents are attached. Prepare weekly check run, scheduling payments as required based on invoice or statement due dates. Initiate on line ACH payments as required. Submit a copy of all ACH summaries to the Accounting Finance Director for banking purposes. Reconcile credit card statements and vendor statements when received. Follow up with travels to ensure that expenses are finalized, and a trip report is submitted. Prepare check requests for telephone and utilities bills. Administer petty cash using voucher system; reconcile and replenish as needed. Follow up with checks not clearing the bank account. (Weekly Check Run)
- Grant Reporting
- Monthly and Quarterly Reports.
- Federal Financial Reporting and Draw Requests for all Grants and contracts based on requirements outlined in each agency agreement. Work with Granting agencies to set up processes for new grants and to close out expired grants.
- Composes and types routine correspondence.
- Compiles and produces statistical reports.
- Copies, collates, and binds reports, etc.
- Processes incoming and outgoing mail in the absence of the Administrative Assistant
- Files and maintains tribal government, administrative and program records and files.
- Transfer tribal government and administrative documents, records, reports, data, etc., by computer.
- Accounts Payable Vendor maintenance
 * Maintain all AP vendor files in Accounts Payable system ensuring information on file is current; obtain w-9 as appropriate; process 1099's at year end. (Annual 1099)

- ➤ Grant File Maintenance maintain Grant and Contracts files; assist with ensuring compliance with Grants and Contracts through monitoring whether programs are meeting contract deliverables, bringing noted deficiencies to the attention of Accounting Program Director and the General Manager (Annual Audit)
- When time permits, fully cross train in four critical elements of Payroll/Accounts Receivable position and be able to back up for the Administrative Secretary in her absence. Ensure procedures manual for Accounts Payable and Grants are up to date.
- Audit Readiness
 - * Prepare for and assist with the annual audit of Accounts Payable, Grants, Contracts, and Fixed Assets. (Annual Audit)
- Work with Program Directors and Managers to ensure all grant funds are spent according to regulations and grant requirements and deadlines.
- Assist in preparing the indirect cost proposal on a yearly basis.

Qualifications:

- High school diploma or GED. Bachelor's Degree in Accounting preferred or Associates Degree plus 3-5 years' experience in accounting and grant monitoring, and state and federal contracts.
- General knowledge of computer hardware and software.
- Experience with word processing software, Excel, accounting software programs
- Team Player Personality with strong interpersonal and communication skills.
- Commitment to Confidentiality

Indian Preference

Indian preference will be given to candidates **showing proof** of enrollment in a federally recognized tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

Successful Candidate must:

- Submit to and pass a urinalysis drug test.
- Agree to a criminal background check.
- Sign Confidentiality Clause.

<u>Please submit application along with resumes and verification of education to:Attn: Danielle Taylor</u>

Burns Paiute Tribe, Human Resource Department 100 Pasigo St. Burns, OR 97720 541-573-8013 or Danielle.taylor@burnspaiute-nsn.gov

Community Health Nurse - Part - Time

Number of Positions: 1

Location: Burns, Oregon – Burns Paiute Reservation

Open: May 22, 2019
Closes: Open until filled
Starting Date: To be determined

Supervisor: Health Services Director

Salary: DOE/Part-Time

Position Summary: Under the supervision of the Health Services Director, the Community Health Nurse is an integral part of the Burns Paiute Tribe health program with primary emphasis in providing direct health care, prevention education, and maintaining quality health standards for the tribal community.

Duties and Responsibilities:

- 1. Assess patient care using reasoning and decision making skills. Communicate clearly with patients and other health care professionals using spoken and/or written words
- 2. Provide nursing care through home visits or at the health center on a daily basis
- 3. Promote health education/prevention by presenting to individuals or groups
- 4. Coordinates patient care with other health professionals
- 5. Analyze, interpret, and initiate patient medical data on the patient care component encounter form
- 6. Provide follow up on patient treatment, recovery, and doctors orders
- 7. Coordinate activities relating to the weekly tribal health clinic
- 8. Assists the medical provider during clinic times
- 9. Maintains the tribal immunization program
- 10. Operates the Resource Patient Management System (RPMS) to enter patient data
- 11. Prepares program reports and program documentation as needed or requested
- 12. Ability and the knowledge of the importance of maintaining strict confidentiality of all records and information pertinent to the nature of the work.
- 13. Must maintain strict confidentiality of medical information and adhere to HIPAA and Privacy Act requirements.
- 14. Knowledge of community and public service providers
- 15. Works irregular hours when needed
- 16. Able to lift and bend when caring for patients in the office or on a home visit.
- 17.Perform other duties as assigned

Required Qualifications:

- Must be a registered nurse with the State of Oregon and have an active, unrestricted license at the time of hire.
- Prefer a minimum of Bachelor of Science Nursing (BSN) degree
- Minimum of one year of hospital experience or equivalent
- One year of generalized community health nurse experience or equivalent
- Must posses a valid Oregon Driver's License
- Have basic computer skills

Desired Qualifications:

- Knowledge of principles, concepts, theories, and techniques of public/community health nursing and teaching and learning
- Ability to identify, assess, analyze, and evaluate medical data and information utilizing standard nursing principles
- Ability to independently plan, coordinate, and manage work
- Experience and ability to work well with diverse groups of people from varying age groups and socioeconomic backgrounds, sometimes in stressful situations, in a manner that displays professionalism, tact, diplomacy, and good judgment.

Successful Candidate must:

- ◆ Submit to and pass a urinalysis drug test.
- Agree to a criminal background check.
- Sign Confidentiality Clause.

<u>Please submit application along with resumes and verification of Licensure to:</u> Attn: Danielle Taylor

Burns Paiute Tribe, Human Resource Department 100 Pasigo St. Burns, OR 97720 541-573-8013 or Danielle.taylor@burnspaiute-nsn.gov Physical Activities Instructor Burns Paiute Tribe Social Services

Number of Positions:

(1) one

Location:

Burns, OR — Burns Paiute Reservation

Open:

May 23, 2019

Closes:

Open Until Filled

Starting Date:

To Be Determined

Salary:

\$11-12 hourly DOE Hourly Physical Activities

(Nonexempt)

Supervisor:

Elise Adams, Coordinator

Summary: PHYSICAL ACTIVITIES

The term is typically used for calisthenics, resistance exercises, stretching exercises designed for flexibility, and exercises specifically designed to improve cardiovascular fitness. Sport, play, games, dance, and recreational activities are all different forms of physical activity, some more organized than others.

Knowledge Requirements: Physical Activities

- Responsible for approaching students with a positive attitude with the expectation that student will learn and grow.
- Communicate effectively both orally and in writing.
- Read to children, and teach them simple painting, drawing, handicrafts, and songs.
- Organize and participate in recreational activities and games.
- Teaching kids healthy physical activities/assist Youth Program Coordinator with daily activities
- Outdoor activities: I.e.; basketball, playing catch different types of games, exercise, walking running, softball, and many more.
- CPR/First Aid Certification
- Food Handlers Certification
- Tutoring
- Driving 15 passenger van
- Caring and compassionate attitude is a must Additional duties as required.

The duties listed above should not be construed to imply an exclusive standard of the position. Employee will be responsible to respond to other instructions and duties as specified by the supervisor.

Additional Requirements: Must submit to a pre-employment drug and alcohol testing and/or the failure to successfully pass a drug and alcohol test may result in refusal to hire.

Indian Preference: Indian Preference will apply to qualified Indian and Alaskan Native applicants showing proof of enrollment in a federally recognized tribe upon application.

The above statements are intended to describe the general nature and level of work to be performed by the individual assigned to this position.

To apply, please submit application to: Burns Paiute Tribe Human Resource, 100 Pasigo Street

Burns, OR 97720 Questions: 541-573-8013 OR email to Danielle.taylor@burnspaiutensn.gov

BURNS PAIUTE TRIBE Job Announcement

Job Title:

Youth Cultural Advocate Intern (2)

Department:

Culture & Heritage (C&H)
Culture & Heritage Director

Reports to: FLSA Status:

Full-time (32+ hours a week)/temporary (6 months)

Opens: Closes April 1, 2019

Closes Salary: Open until filled \$14.00/hour

This Candidate must pass a pre-employment drug screen and Criminal and Character Background Check.

Grant Requires Successful Applicant be between the ages of 18 and 24 at the time of hire.

SUMMARY OF MAJOR FUNCTION

Youth Cultural Advocate Intern work both independently and as part of the Culture & Heritage team to assist with Culture & Heritage department objectives and activities.

- 1. Assist our Eldest Elders (75 years young and over) in participating in Culture & Heritage related events and trips.
- 2. Maintain strict confidentiality of sensitive and/or intellectual proprietary information that may present itself during field trips and cultural events such as cultural site locations, family stories, etc.
- 3. Work independently and as a team member to complete assigned tasks related to Eldest Elder support e.g. assisting Eldest Elders with day-to-day household tasks.
- 4. Assist with the digitation of Culture & heritage cassette tapes and other archival materials.
- 5. Assist with the cultural mapping of sacred and sensitive cultural landscapes within Global information Systems (GIS) as guided by C&H staff.
- 6. Maintain a daily log of all work activities.
- 7. Assist with various C&H activities as assigned.
- 8. Participate in and assist with field trips and project meetings related to C&H activities as requested.
- 9. Sometimes requires overnight and interstate travel.
- 10. Maintain an impeccable attendance record.
- 11. Provide regular (weekly) detailed written and verbal progress updates to Culture & Heritage Director.
- 12. Other duties as assigned.

Disclaimer

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the job. Other duties may be assigned.

MINIMUM QUALIFICATIONS

- A. Ability to work effectively with tribal community Elders (demonstrated experience preferred).
- B. Ability to maintain a respectful demeanor during all work activities.
- C. Ability to perform strenuous manual labor i.e. chopping wood, lawn and yardwork, interior and exterior home and building cleaning, etc.
- D. Ability to work independently and as part of a team to complete assigned tasks in the time allotted
- E. Possess a working understanding of Indigenous Great Basin cultures, and the ability to assist in the incorporation of those cultural norms into everyday activities.
- F. High energy individual with the ability to provide assistance and support to our Eldest Elders.
- G. Experience with or ability to quickly learn effective use of digital recorders, digital cameras, etc.).
- H. Ability to communicate effectively, both orally and in writing; (understanding and/or conversational fluency in Northern Paiute, particularly in the Wadatika dialect, a plus.
- I. Willingness to actively work toward Wadatika Yaduan conversational proficiency.
- J. Valid Oregon Driver's License preferred.

Indian Preference

Indian preference will be given to candidates **showing proof** of enrollment in a federally recognized tribe. In the absence of Indian applicants meeting the qualifications as listed above, all applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regard to race, color, sex, political preference, age, religion, or national origin.

HOW TO APPLY:

Return completed Burns Paiute Indian Tribe Application and cover letter to:

Danielle Taylor Human Resources Director 100 Pasigo Street Burns, OR 97720

Fax: 541-573-2323

Email: danielle.taylor@burnspaiute-nsn.gov

Application for employment available at 100 Pasigo Street, Burns, OR 97720 Monday - Friday 8-5pm, BPT Website or request one via email: danielle.taylor@burnspaiute-nsn.gov

Burns Paiute Tribe Position Description

Position: Victims of Crime Coordinator

Supervisor: Domestic Violence Program Manager

Job Class: Professional Salary Range: DOE

FSLA: Exempt Full time with Benefits

Summary:

Under the direction of the Burns Paiute Domestic Violence Program Manager, the Victims of Crime Coordinator will be responsible for the implementation of the Victims of Crime Grant. This is currently funded for two years; however, we expect continued funding. This is first time funding with high expectations and outcomes.

Essential Duties and Responsibilities:

This position will provide implementation support with respect to the grant project work plan

timeline. Duties include providing direct services to victims of crime, working to establish the program, the protocols, policies and procedures to ensure the program is in compliance with the grant. This is a first-time project with requirements to build the program. Position will be responsible for report writing for quarterly and annual reporting for grant purposes. This position will also involve general case management, as needed. For victims' crime this position will work in conjunction with the Tribal Police Department, the Harney County Law Enforcement and the newly trained SANE nurse located here on the BPT Reservation as well as with the Domestic Violence Program and other Tribal Programs. Coordinated communication with granting agency and data tracking is also an important component of this program. This position will also establish partnerships with service providers as well as collaborate with existing health and medical providers for participant needs outside of the scope of direct services.

Qualifications:

High school graduate or G.E.D. required, Bachelor's degree and/or three years' experience working with Victims of Crime in an established program; experience working with Native Communities preferred; it is also preferred to be a trained domestic violence or sexual assault advocate and familiarity with Alaska Native or Native American culture and customs. Experience working with Tribal families. Knowledge and understanding of confidentiality; must be culturally sensitive and aware of the victim's issues, rights and services. Knowledge of computers and desktop publishing skills. Knowledge of program development,

grant writing, report writing, data collection, policy writing etc. Ability to work collaboratively with Tribal/County court officials and law enforcement

Knowledge, Skills, and Abilities:

Ability to multitask and prioritize program activities; capable of working independently within established guidelines; Must be organized, have established writing skills. Knowledgeable of Tribal and county social service systems, community resources, community partnering, youth group facilitation, skills and the ability to communicate verbally and in writing with a wide variety of people. Must be self-motivated and driven to complete tasks

Must have a valid Oregon Driver's License.

Must pass criminal background check and submit to and clear a UA Must obtain training toward becoming a certified victims advocate.

INDIAN PREFERENCE: will be given to qualified Indian candidates. Verification must be submitted with application and or resume' if claiming Indian Preference.

Please submit applications to: Burns Paiute Tribe~100 Pasigo Street~ Burns, OR 97720, Attn: Danielle Taylor. Applications are available at the Administration Office or on the BPT Website. Applications and resumes can be emailed to Danielle.taylor@burnspaiute-nsn.gov

Archaeologist Burns Paiute Tribe

Number of Positions: 1 – Archaeologist

Department: Culture & Heritage Department

Location: Burns, Oregon – Burns Paiute Reservation (Duty Station)

Open: Monday, April 22, 2019

Closes: Open Until filled

Supervisor: Culture & Heritage Department Director

Salary: Commensurate with GS 11

FLSA status: Exempt

Position Hours: 40+/hours per week/Seasonal

PRIMARY RESPONSIBILITIES: Acts as the Principal Investigator, under the supervision of the Director of the Culture & Heritage Department (C&HD), to provide professional and technical assessments within the field of archaeology, either alone or with other C&HD staff, to the Burns Paiute Tribe, as well as to public and private proponents, concerning compliance with the National Historic Preservation Act of 1966, the National and State Environmental Policy Acts, and other State, Federal, and Tribal laws protecting cultural resources and archaeological properties on the Burns Paiute Reservation and aboriginal lands of the Burns Paiute Tribe. Provide technical assistance in the identification of cultural resources, cultural resources sites, and areas of significance to the Burns Paiute Tribe, either alone or with a field crew. Perform or work with C&HD staff in the performance of cultural resources inventory surveys and subsurface investigations, when needed; anywhere C&HD cultural resources projects are to be carried out. Keep detailed records assuring completeness and accuracy of activities carried out in the field. Including filling out forms, keeping project or site notes, and supervising a crew in filling out required records as needed. Ensure that fieldwork is carried out in an efficient, professional manner. Track artifacts that have to undergo laboratory analyses. Keep field equipment clean and in working order.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Under the direction of the Director, act as the Principal Investigator (PI) to implement cultural resources projects, alone or with C&HD staff. Primarily, this consists of archaeological site inventories, filling out forms and field reports and records; Work with C&HD staff to conduct research and identify inventories of areas important to the Burns Paiute Tribe. Inventories shall consist of: file and literature searches and their interpretation, oral history interviews, field reconnaissance of cultural resource sites, updates of previously recorded cultural resource sites, and the recording of new sites and isolates. Formulate research design and conduct or work with C&HD staff to do field testing which may include subsurface testing, as warranted; Coordinate and lead field crews during cultural resources surveys or subsurface testing to carry out their work in a professional manner; that is surveying or excavation of proscribed manner and filling out forms and keeping records. Ensure that field crews act in a manner that is credit to the Burns Paiute Tribe at all times; Prepare and work with C&HD staff in the preparation of reports. Ensure that forms and records are complete and clearly written so the report writer can easily read and interpret them; Evaluate proposals for construction activities that could include the discovery, disturbance, excavation or removal of cultural or archaeological resources; make recommendations to the C&HD Director and project proponents regarding these proposals; Evaluate environmental documents and survey reports prepared by others pursuant to State and Federal statutes to ensure that they meet Federal historic preservation program standards and the needs of the Tribe; Monitor and/or work with C&HD staff in the monitoring of construction contract activities relating to cultural and archaeological resources; Support and assist the THPO in duties and functions as needed; Assist the Director in

the development of C&HD protocols and guidelines; Interact pro-actively as assigned by C&HD Director, with tribal government officials, tribal members, cultural resource professionals, and project proponents so that project planning occurs efficiently and effectively, cultural resources are protected, and project impacts to archaeological resources are mitigated; Oversee the storage of and maintenance of all field equipment such as: screens, shovels, trowels, tapes, survey pins. Ensure that the equipment is cleaned after field work, repaired or replaced if broken, and stored such that it is accessible to C&HD staff and others; Provide information and training to inform and educate Tribal officials and others in the theory, practice, and legal foundation of cultural resource management; Assist with budgets/excel experience preferred; Manage technical equipment, data, and files of GIS, GPR, and all other technical equipment; Prepare GIS data collected in the field map generation and transfer to appropriate agencies; Assist with managing the Review & Compliance Division of the Culture & Heritage Department as assigned; Other duties as assigned.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must meet the Secretary of Interior standards for a Professional Archaeologist. Register of Professional Archaeologist (RPA) membership preferred.
- Theoretical understanding and demonstrated experience of post-processual and/or Indigenous and decolonized archaeology required.
- Possess knowledge of the broad field of cultural resource management as it is reflected in Federal and State laws, regulations, and policies; the science and practice of archaeology generally and the Pacific Northwest and the Great Basin. Experience in tribal cultural resource management preferred.
- Ability to apply established program standards in all areas of the Burns Paiute Tribe's Culture & Heritage and Resources Management Program involving archaeology; maintain creditable working relationships with program partners.
- Ability to work nights, weekends, holidays, and extended work days as needed.

EDUCATION and **EXPERIENCE**: Master's Degree in Archaeology and a minimum of 3 years of related work experience including a strong background in Section 106 and the implementation and experience of consultation with Indian Tribes or federal agencies.

LANGUAGE SKILLS: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to work in a Northern Paiute/Native American community and be open to and inclusive of tribal cultural interpretations and traditions. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the tribal community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS: Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY: Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with non-verbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of abstract and concrete variables.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand for prolonged periods of time and walk up to 12 miles per day; use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee frequently is required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of the job, the employee is frequently exposed to moving mechanical parts, fumes or airborne particles, outside weather conditions including weather extremes, and vibration. The employee is occasionally exposed to high, precarious places and required to hike steep inclines. The noise level in the work environment is usually moderate.

DRUG FREE WORKPLACE: The successful candidate will be required to have a urinalysis for drug-screening in accordance with the Tribe's Drug Free Workplace Policy.

DRIVER'S LICENSE & INSURANCE REQUIREMENT: Must maintain a valid Oregon driver's license or obtain one upon hire, qualify for the Tribe's vehicle insurance, and provide proof of personal vehicle insurance.

BACKGROUND CHECK: Candidates for this position are subject to criminal background check.

Must submit to a pre-employment drug and alcohol testing and/or the failure to successfully pass a drug and alcohol test may result in refusal to hire.

INDIAN PREFERENCE: will be given to candidate showing proof of enrollment in a federally recognized tribe. In the absence of qualified Indian applicants, all qualified applicants not entitled to or who fail to claim Indian Preference, will receive consideration without regards to Race, Color, Creed, Sex, Politics, Age, Religion or National Origin.

Submit application & Resume to: Danielle Taylor, Director, Human Resource Department 100 Pasigo Street Burns, OR 97720

Or email to: Danielle.taylor@burnspaiute-nsn.gov

After School Program @ Tu-Wa-Kii-Nobi 5-18yrs



We ask that if your child is coming to Tu-Wa-Kii Nobi please let us know where they go after.

We need a working

Telephone number!

Remind kids they need to participate and follow directions while here, Kids need to be respectful! Or they will be sent home. Call if any questions.

Please Call us prior to closing as to where kids go . Children under 10 need to have an adult at home.

Tu-Wa-Kii-Nobi Staff

Main # 541-573-1573

After School Program-

Elise Adams-YSC- 541-573-1572-

Desiree Sam-TWKN assistant

Jessica Jim-TWKN On call

SCOtt Smyth-TAPP Coord.

589-1849

Monday July 15t

10:00-11:00 Kesteral Nest-BPT Tribal Program

11:00-12:00- Kesteral Nest

12:00Summer lunch -1-18 Yrs. Old

1:00-2:00 - Bike Rodeo

2:00-3:00-Bike Rodeo with Kerry Nelson

(Park- helmets will be given out and we can decorate)

3:30-clean up and take kids home

Tuesday July 2nd

10:00-11:30 Free Time

12:00-Summer lunch-1-18Yrs. Old

1:00-3:30-Swimming at local pool -We will take kids home after.

Wednesday July 3rd

10:00—10:30-Free Time

Wed.10:30 we will be going to Harney County Library for story time and activity provided by Ms. Lisa outreach program. Please get your child a library Card as we are not able too. After we will be eating lunch at Washington Park. Weather Permitted.

1:00-2:00 Craft Activity

2:00-3:00-Free Time

3:30-Clean up and take kids home

Thursday July 4th—Closed

Friday July4th—Closed

We will be Swimming on Tue/Thur. sign up sheet at Tu-Wa-Kii Nobi Please no kids that can not swim.

Week of June 10th Tu-Wa-Kii Nobi will start summer hours 10:00-4:00-P.M.

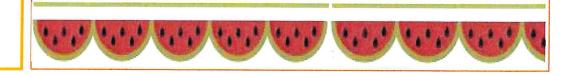
<u>School Lunch will start the 10th at Noon ages 1-18 Must eat at Tu-Wa-Kii Nobi please let us know if your coming.</u>

Upcoming Events:

July 1st Bike Rodeo with Kerry Neilson-BPT Police will be giving out Helmets to Kids also we will be decorating Helmet to make them cool.

Please Call if any Questions!! 541-573-157





The Tribal Police and Tu Wa Kii Nobi are sponsoring:

BIKE RODEO/SAFETY CLASS

WHEN: JULY 1, 2019

WHERE: RAINBOW PARK

TIME: 1:00 – 3:00 PM

Please have your kids bikes in working order. Kari Nelson from Harney County Safe Communities will be here and will have a course set up for you to ride through.

We will give you a helmet if you don't have one. We also have some supplies for you to decorate your helmets so you can "make it your own".

There will be some ICE CREAM so you can "cool down"!

SEE YOU THERE!!







Bbg on the GO

After The 4th of July parade

Look for us at 506 N. Broadway

For only \$10 your meal will include-

Some delicious mouth watering bbq pork ribs, corn on the cob and your choice of cole slaw or potato salad

Selling a limited amount so please come get it while it lasts

This is a fundraiser of the Burns Paiute Social Gathering that will be held in October.

Thanks for your support!!

SUMMER FITNESS CHALLENGE

BEGINS: MONDAY, JUNE 24, 2019

ENDS: FRIDAY, AUGUST 23, 2019

SUMMER BEGINS ON JUNE 21ST SO LET'S ALL GET MOVING AND KEEP MOVING THROUGH THE SUMMER.

ALL YOU HAVE TO DO IS KEEP TRACK OF YOUR PHYSICAL ACTIVITY MINUTES AND CALL THEM IN TO RACHEL 541-573-8050 AT THE END OF EACH WEEK.

MOST HEALTH ORGANIZATIONS RECOMMEND AT LEAST 150 MINUTES OF ANY KIND OF PHYSICAL ACTIVITY. THIS WORKS OUT TO 30 MINUTES A DAY 5X A WEEK.

T-SHIRTS WILL BE GIVEN AT THE END OF THE CHALLENGE.
JUST GIVE YOUR SIZE WHEN YOU CALL IN.

SAFETY NOTE:

CHECK WITH YOUR MEDICAL PROVIDER BEFORE STARTING ANY EXERCISE PLAN



Harney County Economic Development

2019 Classes offered for Harney County Businesses

Business owners, potential business owners or those thinking of starting a business - check out the options from introductory training to skill building.

All Classes will be held from 5:30 PM to 7:00 PM at the Community Center at 484 N. Broadway.

April 23	July 23	
Starting Points: Planning for Your	Budgeting and Funding Your Small	
Business to be Successful. Thinking about	Business. Calculating startup costs, identifying	
business ownership and have no idea where to	what you need to take to a bank, types of loans	
start? This class will guide you.	and the SBA loan process.	
May 21	August 13	
The Basics of Starting Your	Managing A Seasonal Business. Tips and	
Business. Taking it from a dream to doors open:	resources for managing seasonal traffic. What to	
marketing, business plan, financing, and	do during the slack season, how to optimize the	
resources.	busy season.	
June 18	September 24	
Marketing 101. Use simple marketing	Customer Service: Getting Back to the	
techniques to increase your sales. What to do,	Basics. What does it mean to you and what does	
what not to do and building on what you already	it mean to your customers?	
know.		



All Classes taught by Irene Gonzalez from the U.S. Small Business Administration

For more information or to register please contact Harney County Economic Development at 541-573-1638 or harneycountyedc@gmail.com

High Desert Museum and Pine Mountain Observatory Overnight Trip Hosted by the Natural Resources Program and Tu Wa Kii Nobi

Date: August 13-14th, 2019

Time: We'll leave at 10:00 am from the Tu-wa-kii Nobi parking lot.

Who: Tribal community youth and their guardians are encouraged to attend. Will cover costs for first 20 people to sign up. Kids 11 years or under need to attend with a guardian.

Food: All main meals provided. Please bring snacks for in-between.

What to bring: Snacks and drinks, camping equipment, warm clothes (the observatory is at 6,300 ft and could be cold).

We will visit the various exhibits at the High Desert Museum and then go to the Pine Mountain Observatory for a private tour. We will camp at a primitive Forest Service campground near the Details: This will be a great opportunity to experience the natural wonders of Eastern Oregon. Observatory on the evening of the 13th and head back to Burns the following morning.

More information on the High Desert Museum at: https://www.highdesertmuseum.org/ More information on the Pine Mountain Observatory at: https://pmo.uoregon.edu/

For more information, please call or email: Carter.Crouch@burnspainte-nsn.gov; (541) 572-8086 To save your spot, please give your permission slip to Elise Adams by July 31st.

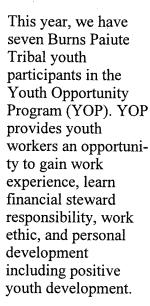
High Desert Museum and Pine Mountain Observatory Overnight Trip Hosted by the Natural Resources Program and Tu Wa Kii Nobi

I give my child(children)	, age(s)	permission to go
on the High Desert Museum and Pine Mountain Obser		
Tuesday on August 13th and return around 11 am Wedn	nesday August 14 th . Lunch	and dinner on the 13th
will be provided.	•	
•		
Bring warm clothes, snacks, and camping equipment.		
Is a guardian attending? Circle one: YES/NO		
(Children 11 and under must attend with a guardia	n)	
Committee II and under must attend with a guardia	11.)	
Name of guardians attending		
Cell to contact guardian		
Guardian signature		
Guardian signature		
Standard Ref. Res. Com. At D. 1		
Signed Media Information Release		
The Natural Resources Program will also be taking pho	otos at this field day for ren	orting to the granting
organization and for inclusion in our annual report. Th	•	0 0
Chapter of the Wildlife Society in promotion of their or		•
1 2 1	<i>G B</i>	F 8
Minors (under the age of 18) must have a parent/legal g	wardian sian below	
infiniors (under the age of 10) must have a parentilegal g	dardian sign octow.	
I give permission to the Natural Resources Program to	take photos during education	onal activities on
August 13-14, 2019 and share these photos with other of	organizations, on annual re	ports, on social media,
and through other media outlets.		-
CHILLIAN (D.C.)		
Child(children) names (Print)		
Parent/Legal Guardian Name (Print)		
Parent/Legal Guardian Signature		

Education Department

Burns Paiute Tribe

YOP Orientation—June 24, 2019



Work site locations for YOP participants include the Burns Paiute Tribe Natural Resources, Human Resource, Tuwakii Nobi, Culture and Heritage, Administration and the Harney County Chamber of Commerce.

The first day of YOP will begin with an orientation on June 24 and the last day will be August 2.

Letters were sent to YOP participants regarding their work site locations and information about the program were sent to YOP Supervisors. YOP Orientation Monday, June 24th 8:30 AM to 5:00 PM Gathering Center

2019 YOP Schedule

6/24/19: Orientation

6/25/19: Report to Work Site Location

7/19/19—7/21/19: BPT Culture Camp

8/1: Last Day to Report to Work Site

8/2: Exit Interview, Education Office, TBA

Burns Paiute Tribe Education Dept.

Burns Paiute Tribe Education Dept. 100 Pasigo Street Burns, OR 97720

Vanessa Bahe

Education / Employment Assistance Coordinator

vanessa.bahe@ burnspaiute-nsn.gov

Telephone: 541-573-8007

APOLLO EVENT

• If you are interested in the Apollo 50th Next Giant Leap Event to meet John Herrington, on July 20, 2019, in Dallas, Oregon, please contact Vanessa Bahe, at 541-573-8007 by June 28, 2019.

Cobell Scholarship Vocational Opportunity

"The Cobell
Scholarship
Vocational
Opportunity is for any
student who has not
yet earned a college
degree, is enrolled or
will be enrolled in a

vocational credential, vocational certificate or occupational license program." The following is link to the website for additional information: https://cobellschol-ar.academicworks.co m/opportunities/4466